

**GUIDELINES FOR SUPERVISING
THOSE WORKING WITH MINORS
IN THE DIOCESE OF COLORADO SPRINGS**

SV 4000

Promulgated August 22, 2003
Revised July, 2011

We believe that safety of children and young people is primarily the responsibility of adults. One of the most effective ways to ensure the safety of this vulnerable population is through consistent application of these supervision guidelines for all personnel including volunteers (referred to as “worker(s)” in this document) who have regular contact with Minors.

1. *At least two Responsible Parties should be present when working with Minors.*

Two Responsible Parties (defined as a person 21 years of age or older) minimizes the opportunity for anyone to have private, isolated contact with a Minor, something that predators need in order to perpetrate. This would serve to keep our children safe from those who would do them harm and, at the same time, reduce the chance of a false allegation being made against one of the workers.

2. *A Volunteer age 18-21 who has*

- completed high school
- been active in the parish
- had the foundational Safe Environment training
- had adequate reference checks completed and
- had a criminal background investigation run

may serve as the second Responsible Party in a classroom with children in elementary and middle school grades, up to and including eighth grade. The other Responsible Party(ies), in these cases, should be over 21 years of age and not related to the younger volunteer.

3. *Volunteers not yet 18 years of age* may assist in nurseries or Vacation Bible School, for instance, under the constant supervision of two trained and screened Responsible Parties. These young volunteers may never assist children or infants in the restroom or change their diapers. Parents or guardians must sign a Minor Volunteer Parental Consent Form before their minor may volunteer in any capacity with children.

4. *Church leaders should randomly visit classrooms and other areas of church buildings that are isolated from view.* Supervisory visits and occasional drop-in visits need not be announced. When possible, classroom doors should be kept open when children and youth are in the room.

5. *Provide an adequate number of Responsible Parties (21 years of age and older) to supervise high school events, especially all overnight activities.* Be sure to involve both male and female workers in programs that include overnight activities.

6. *Workers should be required to actively participate in the parish for a minimum of six months prior to working with Minors.* This enables the parish and specifically the supervisors of parish programs to get to know the volunteer. Only the Pastor may amend this guideline.

7. *Workers should have read and understood the Diocesan Guidelines for Those Working with Minors.* Supervisors should review these guidelines to ensure that the worker understands their practical applications.

8. *Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are not appropriate in church activities.* This rule holds true even if parents have implied or explicitly given permission for corporal punishment. Workers should consult their supervisor and/or pastoral leader if they need help with misbehaving children or youth, or with disciplinary techniques.

9. *Notify the parent(s) before a planned one-to-one encounter between a worker and a Minor.* When time and circumstances allow, obtain permission for this meeting from the parent(s).

10. *Workers should not give gifts to Minors, since these could easily be misinterpreted.* Exceptions to this guideline would include church-sponsored, church-purchased gifts.